



JOB OPPORTUNITY

270-704-5393-XXX

Release Date: August 31, 2015

The California Student Aid Commission is the State's major policy formulating agency for student financial aid and one of the largest agencies of its kind in the country. The Commission is responsible for administering a comprehensive program of student loans, grants, and other special programs for eligible students. Today, the Commission is moving ahead to provide innovative financial aid leadership for California's unrivaled system of post-secondary students attending California's public and private colleges, universities and proprietary schools.

Classification: **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Position # 270-704-5393-XXX

Permanent, Full-Time

Program Administration and Services Division

Who May Apply:

Individuals with permanent, full-time status, employed by the State of California as an Associate Governmental Program Analyst, or in a comparable classification, or civil service employees with list or transfer eligibility to the advertised classification. SROA/Surplus/Re-employment employees at this level are encouraged to apply. Surplus candidates must attach a copy of their letter. All candidates must clearly indicate their basis for eligibility (i.e. SROA/Surplus/Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment) on their application.

All applications will be reviewed and only the most qualified candidates will be interviewed. If you are not a current State employee, you must first take an examination to obtain list eligibility. Employees applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for this classification per CCR Rule 250, which can be viewed here: <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>. College transcripts must be submitted with your application, to verify the educational requirements of the class or a copy of your college diploma.

Duties:

Under the general direction of the Staff Services Manager I in the Program Administration and Services Division, the Associate Governmental Program Analyst (AGPA) responds to complex program issues with a high level of customer service, oral and written communication skills, and interpersonal abilities. The AGPA provides support to the Cash for College Program and is responsible for programs and policy issues for internal staff and stakeholders. The AGPA applies federal and state laws, regulations, rules, and procedures required to effectively complete assignments related to Commission programs. The AGPA will draft correspondence, serve as the Commission's liaison, provide training, participate in workgroups, take responsibility for specific projects and programs and perform in-depth analysis/provide recommendations for management with regard to program operations. Travel may be required.

Salary:

\$ 4,600.00 - \$ 5,758.00

Desirable Skills:

Must possess excellent written and verbal communication, interpersonal, analytical and organizational skills; proficiency in Microsoft Suite software packages. Ability to work well with others as part of a team, deal with multiple tasks and changing priorities and provide outstanding customer service. Experience creating and presenting training required. Adobe Presenter software experience a plus.

How to Apply:

Please indicate RPA #15-027, position #270-704-5393-XXX, Associate Governmental Program Analyst and the basis of your eligibility on your application (Std. 678) and résumé to (applications will not be accepted by fax or e-mail):

California Student Aid Commission
ATTN: Recruitment, Personnel Services
P.O. Box 3210
Rancho Cordova, CA 95741-3210

Final Filing Date:

Postmarked by September 15, 2015

Facilities:

Close to freeway access at Zinfandel Drive and Hwy 50. Free Parking.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification:

Employee Name:	Vacant
Classification:	Associate Governmental Program Analyst
Working Title:	Program Analyst
Position Number:	270-704-5393-XXX
Location:	Rancho Cordova
License or Other Requirement:	N/A
Date Prepared:	August 27, 2014
Effective Date:	August XX, 2015

Function: *(Summary of Responsibilities)*

Under the general direction of the Staff Services Manager I in the Program Administration and Services Division, the Associate Governmental Program Analyst (AGPA) responds to complex program issues with a high level of customer service, oral and written communication skills, and interpersonal abilities. The AGPA provides support to the Cash for College Program and is responsible for programs and policy issues for internal staff and stakeholders. The AGPA applies federal and state laws, regulations, rules, and procedures required to effectively complete assignments related to Commission programs. The AGPA will draft correspondence, serve as the Commission's liaison, provide training, participate in workgroups, take responsibility for specific projects and programs and perform in-depth analysis/provide recommendations for management with regard to program operations. Travel may be required.

Reporting Relationships:

Reports directly to the Staff Services Manager I in the Program Administration and Services Division.

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Program Administration and Services Division (PASD) is responsible for the management, administration and processing of the Commission's programs including the Cal Grant, California Dream Act, Middle Class Scholarship, and outreach programs including the California Student Opportunity and Access Program (Cal-SOAP), and Cash for College.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- 45% With direction from the Staff Services Manager I, acts as program coordinator to facilitate program operations for Cash for College (CCFC), exercising good judgment and outstanding communication, organization and interpersonal skills to accomplish work assignment objectives and goals. Develop a comprehensive CCFC plan to include pre-workshop and post-workshop activities, reporting these plans to the manager; establish and maintain a calendar of events and meetings made available to management; document in writing, the plan with key dates, partners, activities and events; establish regional partners to plan, organize and conduct region-wide CCFC workshops and activities; develop partnerships and strengthen existing partnerships with external and community partners to motivate students and parents to attend CCFC workshops; work with appropriate production and marketing contractors to promote CCFC workshops and activities; provide input to the creation of Cal Grant-CCFC campaign publicity materials; direct and oversee statewide CCFC scholarship program funds; collaborate with California Student Aid Commission staff to integrate and maximize outreach efforts to low income and first generation college-bound students; attend regional CCFC planning meetings and workshop events and meetings related to CCFC; and participate in Cal Grant and Cash for College events throughout the state. Coordinate workshop series through regional networks, working with the unit's team to implement these duties.
- 25% Act as subject matter expert, trainer, and analyst within the unit and assist other units as directed. Respond to complex and sensitive customer service inquiries in a timely manner and work with staff and stakeholders to resolve problems and operate programs timely; coordinate the development and availability of appropriate and timely material to schools and organizers in the fall, prior to the CCFC workshop series beginning in January; oversee the development and shipment of collateral and supplies; secure CCFC sites and coordinators; recruit volunteers and organizations; organize training workshops; monitor events to ensure adequate facilities, volunteers and materials are available at each event; coordinate with other PASD managers on staff participation at CCFC events; organizing volunteer support for call-in programs supporting CCFC events and activities.
- 20% Use knowledge of the Institutional Participation Agreement, federal and state aid applications and programs and outreach programs to provide expert analysis and guidance to stakeholders. Research and analyze policy, regulatory and customer issues to resolve issues and report to management. Work with Commission staff and make recommendations to management based on assessment; prepare and present reports. Perform the more difficult or complex special assignments or projects assigned by management. Demonstrating subject matter expertise, create written manuals, commission tab items, forms, training presentations and materials, Operations Memos and Special Alerts that are thorough, accurate and complete, using strong research and program analysis as well as outstanding writing skills while meeting stated goals and deadlines.

Non-Essential Functions:

- 5% Create sponsor opportunities; draft and coordinate correspondence; and coordinate partner participation in CCFC workshops and activities; procure contracts; hire and manage vendors; coordinate billing; develop and implement program assessments and surveys.
- 5% Other duties as assigned.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

V. Physical Requirements:

Ability to operate and utilize office machines such as copiers, faxes, calculators, personal computer, and telephone systems. **NOTE:** These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

VI. Working Conditions:

Employee's work is to be performed within an office environment, utilizing a computer and phone for extended periods of time, travel off site for stakeholder meetings, attend meetings in conference rooms, work in team environment and alone.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgment, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.